

**DEPARTMENT OF THE ARMY**  
**Vacancy Announcement Number: NEA105020000D**

**Opening Date:** December 19, 2005

**Closing Date:** January 03, 2006

**Position:** SECRETARY (OFFICE AUTOMATION), GS-0318-4  
**Salary:** \$26,686 - \$34,689 Annual  
**Place of Work:** Tobyhanna Army Depot, Various Directorates, TOBYHANNA, PA 18466  
**Position Status:** This is a Permanent position. -- Full Time  
**Number of Vacancy:** Mult

Link to job announcements at <http://acpol.army.mil/employment> for more information.

**Duties:** As a secretary, you will perform routine admin. and misc. clerical work auxiliary to the organizational mission. Receive / direct calls, greet visitors, furnish information requested on routine / procedural matters. Receive and review incoming mail for suspense dates, establish and maintain suspense files, prior to distribution. Outgoing mail will be reviewed by you, for format, enclosures, dates, grammar, signature, addresses, correcting if needed. You will maintain a calendar and suspenses for the supervisor and subordinate supervisors. Establish, maintain, review and dispose of files in accordance with governing regulatory procedures. Office automation duties include use of a personal computer, minicomputer, computer terminal, or electronic typewriter to type a variety of materials, from oral and written sources. Material may include technical terms. Input time, attendance and production data into the Automated Time and Attendance and Production System.

**About the Position:** Tobyhanna Army Depot is the largest, full-service electronics maintenance facility in the Department of Defense with a total installation work force of more than 4,400. The depots mission includes design, manufacture, repair and overhaul of hundreds of electronic systems for all branches of the Armed Forces. They include satellite terminals, radio and radar systems, secure communications, electro-optics, night vision and anti-intrusion devices, airborne surveillance equipment, navigational instruments, electronic warfare, and guidance and control systems for tactical missiles. For over 50 years, Tobyhanna personnel have built a tradition of unparalleled customer satisfaction through the delivery of timely, cost-effective, and high-quality products and services. Located in Northeastern Pennsylvania, near Stroudsburg, Scranton and Wilkes-Barre, the depot is readily accessible to major East Coast cities, interstate highways, railways, international airports, colleges and universities.

**Who May Apply:** (Click on Who May Apply)

THIS IS A DELEGATED EXAMINING ANNOUNCEMENT OPEN TO ALL U.S. CITIZENS.  
Interagency Career Transition Assistance Plan (ICTAP) eligibles.

**Qualifications:** Click on link below to view qualification standard.

**General Schedule**

QUALIFICATION REQUIREMENTS: Please click on the General Schedule button and review the requirements for this GS-0318, Secretary (Office Automation) position. GENERAL EXPERIENCE: Qualified candidates for this position must show in their resume that they meet the minimum qualifications and have experience in the following areas: 1) Clerical and administrative duties to include receiving visitors and telephone calls, maintaining appointment schedules, setting priorities and meeting suspenses. 2.) You will also be responsible for recognizing discrepancies and correcting errors in formatting, spelling, grammar, and punctuation. 3.) Knowledge of a variety of office automation applications such as electronic mail, MS Word, Excel, PowerPoint, etc. to create documents.

Typing - Any Grade: Qualified typist is required (40wpm).

GS-04: One year of general experience equivalent to the next lower grade, or 2 years of higher education above High School, or a combination of experience and education.

The experience described in your resume will be evaluated and screened for the Office of Personnel Management's basic qualifications requirements, and the skills needed to perform the duties of this position as described in this vacancy announcement.

Foreign education must be evaluated for U.S. equivalency in order to be considered for this position. Please include this information in your resume.

Education can be substituted for experience. Review the qualification requirements for specific information.

Only degrees from an accredited college or university recognized by the Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and U.S. Department of Education websites at - <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

**Other Information:** (Click on Other Information)

The Department of Defense (DoD) policy on employment of annuitants issued March 18, 2004 will be used in determining eligibility of annuitants. The DoD policy is available on [http://www.cpms.osd.mil/fas/staffing/pdf/rem\\_ann.pdf](http://www.cpms.osd.mil/fas/staffing/pdf/rem_ann.pdf)

To successfully claim veteran's preference, your resume/supplemental data must clearly show your entitlement. Please review the information listed under the Other Requirements link on this announcement or review our on-line Job Application Kit.

Multiple positions will be filled from this announcement.

Permanent Change of Station (PCS) expenses are not authorized.

**Other Advantages:** This job provides an excellent opportunity to make a positive contribution to the U.S. Army vision.

**Other Requirements:** (Click on Other Requirements)

Personnel security investigation required.

You will be required to provide proof of U.S. Citizenship.

You may claim Military Spouse Preference.

Applicants claiming veteran's preference must clearly show an entitlement to such preference on the resume/supplemental data submitted.

Credit will be given for appropriate unpaid experience or volunteer work.

Failure to provide all of the required information as stated in the vacancy announcement may result in an ineligible rating or may affect the overall rating.

One year trial/probationary period may be required.

Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.

Direct Deposit of Pay is Required.

**How to Apply:** (Click on How to Apply)

Resumes must be received by the closing date of this announcement.

Self-nomination must be submitted by the closing date.

Resume must be on file in our centralized database.

Announcements close at 12:00am (midnight) Eastern Time.

Click here to use the [Army Resume Builder](#) to create your resume. Follow the instructions in this vacancy announcement to apply for the job.

**Point of Contact:** Central Resume Processing Center, 410-306-0137, [applicanthelp@cpsrctp.belvoir.army.mil](mailto:applicanthelp@cpsrctp.belvoir.army.mil)

**THE DEPARTMENT OF DEFENSE IS AN EQUAL OPPORTUNITY EMPLOYER**